



# Carlson Building Maintenance

**PTO Form**

**02-10-2025**

## PTO Form

Employee name: Teresa-Lopez

Employee number: 12929

Department: Service

Manager: Pedro Amaro


Dates of absence: From: 02-09-2025 To: 02-10-2025

Number of hours **16.0**

## Manager Approval

Approval

Comments:  
this EE request for this PTO

  
Manager Signature

02-10-2025  
Date